



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

23 JAN 1996



SFAE-CSA-PPP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Purchase Card Program

On January 11, 1996, the Army Chief of Staff forwarded the attached memorandum, subject as above, to all Army Major Commands and Department of the Army Staff elements. As he states in his memorandum, we can, and must, do better in all our acquisition reform initiatives to achieve the savings that are essential to meeting the Army's modernization and Force Readiness objectives.

To meet General Reimer's goal, the Army will require an increase of 54% over last year's performance. Your success will be dependent on taking quick action in the following three areas:

(1) Wider access to the card - Contracting Directorates must provide non-procurement personnel wider access to the card. This will require additional training and administrative actions by the contracting directorates. Other functional areas must also be tasked with providing instruction during the training on requirements they may have placed in the procedures.

(2) Removal of non-value added requirements - Contracting, Supply and Maintenance, Resource Management, and Information Management requirements included in the purchase card procedures must be reviewed with the intention of removing all non-value added requirements. You should use the waiver authority granted under the National Performance Review or Reinvention Laboratory Programs to remove these requirements from your procedures. You should also initiate appropriate revision requests to the proponentcies of directives containing non-value added requirements.



(3) Challenge purchase requests - Contracting Offices should return purchase requests valued at and below \$2,500 to the requestor if the item is one which could be purchased with the card. Contracting personnel must work closely with their customers to assure their needs are met in the most efficient manner as identified in (1) and (2) above. If the IMPAC card is more efficient and economical than Basic Purchase Agreements (BPAs) or Requirements Contracts (RCs), it should be used and the BPAs or RCs should be cancelled.

As directed in March of 1995, you should no longer be reporting purchase card transactions within the \$2,500 threshold on DD Form 1057s. I will monitor your performance by dividing card transactions, as reported by Rocky Mountain BankCard System, by total contract actions (\$2,500 and below). I have also asked Mr. Bruce E. Sullivan, Army IMPAC Program Coordinator, to provide any help you may require in meeting your goal. Please feel free to call him at (703) 681-9086 or (DSN) 761-9086 to request his assistance.



Gilbert F. Decker  
Assistant Secretary of the Army  
(Research, Development and Acquisition)

Attachment

DISTRIBUTION:

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and Air Force, ATTN: NGB-ZA, Washington, DC  
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Commanding General, U.S. Army Forces Command,  
ATTN: AFCG, Ft. McPherson, GA 30330-6000  
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